

1954
RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE
FOR THE

00 / Contact Division



SECRET

X1 [] Executive Officer OO/C

11/February 1958

X1 [] Chief, Records Management Staff

Records Disposition Program Office of Operations/Contact Division

1. The attached revised Records Control Schedule covers the records at Headquarters for the Contact Division. The schedule contains instructions for the maintenance, retention and disposition of records and reflects the changes required since the previous schedule was written for your Division in May 1954.
2. Significant facts developed from the records inventory:
 - a. 1530 cubic feet of records are currently maintained in filing equipment having a replacement value of over \$52,000. *\$60,000*
 - b. 3.0% of the total records have permanent value.
 - c. 97.0% are either Library Material or records of temporary value.
 - d. 195 cubic feet of inactive records were transferred to the Records Center during the past year and about 47 cubic feet were destroyed within the office.
3. An inventory was taken of the filing equipment used to house the records. A breakdown of the equipment together with current replacement costs is attached.
4. In addition to the records disposition plan, there are several general recommendations pertinent to the success of your overall Records Management Program which, I believe, you should consider. These are outlined in the attached survey report.
5. I wish to express my appreciation for the assistance of [] and the members of your staff during the course of the survey. [] will be available at any time to advise and assist in implementing your Records Management Program.

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Enclosures:

1. Equipment Inventory
2. Records Control Schedule
3. Survey Report

OO/Equipment

<u>Type</u>	<u>Units</u>	<u>Replacement Cost</u>
4 dr safes (2 w/ sliding doors)	68	\$29,104.00
2 dr safes	5	1,675.00
5 dr card safes	3	1,464.00
IBM card cabinets	13 - 10 dr	3,059.00
	8 - 10 dr	1,308.00
	13 - 4 dr	1,495.00
	1 - 8 dr	150.00
4 dr legal cabinets	4	276.00
4 dr letter cabinets	4	198.00
10 dr 5x8 card cabinets w/ bar lock	2	250.00
9 dr 3x5 card cabinets w/ bar lock	2	224.00
8 dr card safe (IBM)	1	458.50
7		
7 dr card cabinet (5x8)	1	91.00
5 dr file cabinets	112	7907.20
Kardex	6	2646.00
Bookshelves	69	2139.00
Flexolines	4	468.00
<i>panels</i> *	<i>2400</i>	<i>7600</i>
Map cases	2	191.40
Base and top	1	25.00
Card file stacks (5x8)	5	27.00

\$53,156.10*\$ 60,756.10*

* inadvertently
omitted. R.D.

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 25.041-58 for the Office of Operations, Contact Division Headquarters is approved and authority hereby given to implement the disposition instructions contained therein.

Preparation and Review:

X1

[Redacted Signature Box]

Records Management Analyst

13 February 1958
Date

X1

[Redacted Signature Box]

Chief, Records Disposition Branch

13 Feb 1958
Date

[Redacted Signature Box]

Chief, Records Management Staff

13 Feb 1958
Date

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Changes in Item Numbers
on 00/C Records Control Schedule

<u>Old Schedule</u>	<u>New Schedule</u>
1	1 - 45 - 57 - 62 - 85
2	38
3	13
4	21 - 26 - 29 - 32 - 64 - 70 - 87 - 95
5	1d - 17 - 46 - 49 - 72 - 89 - 96a and c
6a	38 - 63
b	8 - 73
7	36 - 66a
8a	37a - 66 - 92 - 105
b	37c - 74a - 91
9a	37b - 105 - 92
b	37c - 74b
10	76a thru h - 94 a thru d - 106
11	39
12a	33
b	33
13	54a, b and c
14a	55
b	delete
15	56b
16 a	47a
b	47b
c	47c
d	4a
e	47d
f	4d and 47e

All other numbers are new items.

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Total Bonds 1530.0
Permanent 48.8
Temporary 1340.8
Life Ins. 140.

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SCHEDULE NO. 25.041-58

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25

OFFICE OF OPERATION/Contact Division-Headquarters

TITLE

DATE

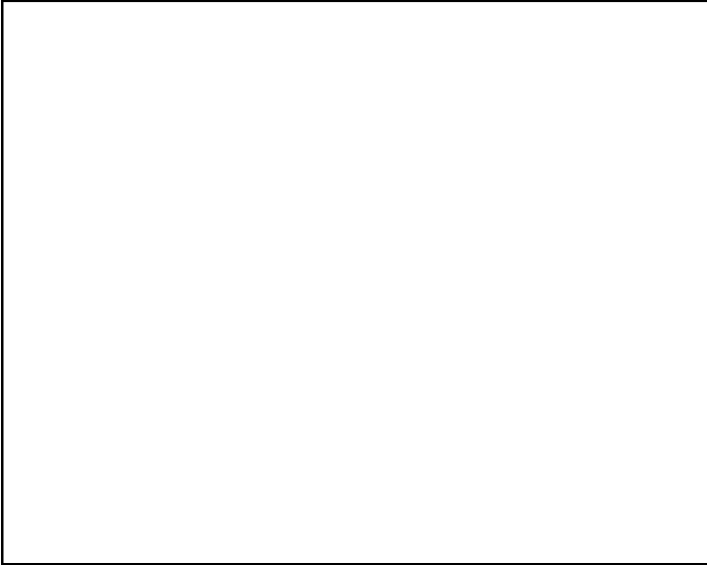
Spec. CD/CO 300 Jan 1958

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>OFFICE OF THE CHIEF SUBJECT FILES.</p> <p>Consist of correspondence and substantive records which document the Contact Division's organization, function, policies, procedures and methods of operation in carrying out its activities [redacted]. Files also contain reports, studies, and projects which are of current interest to the Chief of the Division and extra copies of administrative material which are retained for convenience of reference. [redacted]</p> <p>a. Substantive and documentary type material. (1953 to date)</p> <p>b. Copies of reports, studies and projects which are current interest or personally handled by the Chief and his immediate Staff. (1956-57)</p> <p>c. A chronology of daily activities of the Chief and Deputy Chief of the Division which constitutes the daily diary. (1952 to date)</p> <p>d. Extra copies of teletypes, chronos, and administrative type material which is retained for immediate reference. Official file copies are maintained elsewhere in the Division or in other offices of the Agency.</p>	<p>2.0</p> <p>3.0</p> <p>.2</p> <p>.5</p>	<p>Permanent. Disposal not authorized. Cut off at the end of each year; transfer after one year to the [redacted] where a central file will be retained for an additional year then transferred to the Records Center.</p> <p>Permanent. Disposal not authorized. Transfer and incorporate in a above when no longer needed (except that duplicate and reference material will be destroyed).</p> <p>Permanent. Cut off at the end of each calendar year, retain in current files area for one year and transfer to the Records Center.</p> <p>Temporary. Destroy when one year old.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4 e. Top secret material maintained separately due to classification. Consists of cables, intelligence directives, NIE's, [redacted] and other records.	2.0	Individual documents to have same disposition as the files to which they relate.
2	REFERENCE MATERIAL. Consists of processed publications of the [redacted] Division Manual, CIA Regulations and Notices and extra copies of monthly reports and memoranda. Maintained for immediate reference purposes. (Current)	1.3	Temporary. Destroy when obsolete or no longer needed for reference purposes.
3	LIBRARY REFERENCE FILE. Consists of books, directories, dictionaries, Who's Who and technical books obtained through the Library on an indefinite loan basis.	6.0	Temporary. Return to CIA Library when no longer needed for reference purposes.
4	COMMUNICATIONS CONTROL FILES. These are records used to maintain control on the movement of T. S. classified material in accordance with Agency Security regulations.		
	a. T. S. logs. (1947 to date)	.1	Temporary. Disposal not authorized. Transfer to Records Center when no longer needed in current files area.
	b. T. S. Destruction logs	.1	Temporary. Disposal not authorized. Transfer to the Records Center when no longer needed in current files area.
	c. T. S. Courier Receipts	.1	Temporary. Destroy after one year.
	d. Document Receipts. Signed copies of document receipts. (Form 38-10).	.1	Temporary. Disposal not authorized. Transfer to Records Center annually.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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5	<p>PROJECTS OFFICER'S WORKING FILES</p> <p>These are working copies and reference material accumulated by the Projects Officer in developing plans, programs and procedures for the Division. Files consist of regulations of other IAC agencies, extra copies of material collected from various projects, progress report, chronos, teletypes and related background material. Official record material is placed in the Division Subject file (Item 1) when file becomes inactive. Filed by subject. (1952 to date)</p>	3.5	Temporary. Destroy when obsolete or no longer needed for reference purposes.
6	<p>NSCID-SUBCOMMITTEE FILES</p> <p>These are records of the NSCID-7 Sub-Committee. They consist of agreements, coordination between and on Inter-Agency matters, background material for the Division and Agency regulations pertaining to committee matters. File is also maintained for the chairman of the Committee. Filed by Agency and regulation. (1953 to date)</p>	.4	Permanent. Disposed not authorized. Retain in current files area indefinitely: transfer to the Records Center when no longer needed for current reference.
7	<p>REGULATORY ISSUANCES</p> <p>Consists of the historical background data on regulations for the Division and Office or material accumulated in coordinating Agency' regulations. Files also contain complete history on progress of the Division and some special projects. Filed by Regulation number or Subject title.</p>	.4	Permanent. Disposal not authorized. Retain in current files area indefinitely.
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8	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4</p> <p>REFERENCE PUBLICATIONS MATERIAL</p> <p>Consists of copies of reports published by CIA, State, Army, Coast Guard and other agencies. Maintained for reference and background information. Filed according to type of report.</p>	<p>SECRET</p> <p>.6</p>	<p>Temporary. Destroy when obsolete or no longer needed.</p>
9			<p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p>
10			<p>Temporary. Return to CIA Library when no longer needed for reference purposes.</p>

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11		3.0	Permanent. Disposal not authorized. Retain in current files area indefinitely; transfer to the Records Center when no longer needed for current reference.
11.1	<p>FILES</p> <p>These are papers accumulated in conducting liaison activities between [redacted]</p> <p>[redacted] Files consist of summaries of activities, biographic data, copies of transmittals for reports, requirements and other papers. Record copies of material are maintained in the Division Subject File or in the Area Branch concerned. Maintained for convenience of reference. Filed chronologically. (1956-57)</p>	2.0	Temporary. Transfer to the Records Center when program completed or when no longer needed in current files area; retain for three years and destroy.

RECORDS CONTROL SCHEDULE 5
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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

00/C Executive Officer

SIGNATURE

TITLE

DATE

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

12

WORKING FILES

These are the working papers and reference 2.0 material accumulated by the Executive Officer in directing the activities of the [redacted] and in executing his duties as Security Officer and Liaison Control Officer for the Division. Files also contain copies of correspondence to and from [redacted] and machine runs on various [redacted] activities and budget matters. Record material is filed in the Division Subject File (Item 1). Filed according to subject category.

Temporary. Destroy when obsolete or no longer needed for current reference purposes.

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OFFICE, DIVISION, BRANCH

00/C Executive Officer

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VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

13

ADMINISTRATIVE SUBJECT FILES

Consists of correspondence, reports and form documents reflecting the administrative functions for the Division on matters pertaining to personnel, budget, finance, travel, communication, supply, space and related functions. File also reflects administrative support [] Filed according to subject matter.
(1953 to date)

4.8

Temporary. Destroy after two years. Cut off file at the end of each calendar year, retain in current files area for two years and destroy.

14

INDIVIDUAL PERSONNEL FILES

a. Employees Folders
Consists of individual personnel folders maintained on all Contact Division employees, [] for administrative purposes. Folders contain copies of personnel actions, fitness reports, security clearances, training information and other papers relating to the individual. Files are essentially duplicated in the Official Personnel Files of the Agency. Filed alphabetically by surname.

10.0

Temporary. Destroy 6 months after separation of employee. Place in inactive file upon separation of employee. Retain in current files area for six months and destroy.

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	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4</p> <p>b. Consultants Folders Individual folders maintained on consultants and W. A. E. employees. Contains employee agreements, correspondence, memos, and material reflecting production or employment matters. Maintained for administrative and budgetary purposes. Filed alphabetically by surname.</p> <p>c. Applicants File Contains lists of Agency employees who are interested in transferring to the Contact Division together with brief resume of employment history. Filed alphabetically by surname. (current)</p>	.8	Temporary. Destroy 6 months after separation. Place in inactive file upon termination of contract. Retain in current files area for six months and destroy.
15	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF 4b "Employee Record Card" maintained on all OO/C personnel showing name, position, title, changes in assignment, and other pertinent information necessary for personnel administration within the Division. File is maintained for convenience and ready reference. Filed by T/O.</p>	.3	Temporary. Place in Individual Personnel folder upon separation of employee. Upon intra-agency transfer forward to gaining office.
16	<p>POSITION DESCRIPTIONS FILE</p> <p>Consists of copies of descriptions of all positions in the Divisions. Used in employment control and as reference material. Filed organizationally. (current)</p>	.1	Temporary. Destroy when position is abolished or description superseded.

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17	<p>CHRONOLOGICAL FILE. (READING)</p> <p>Consists of extra copies of correspondence, memos and teletypes which are retained for reference purposes. (1956-57)</p>	.4	Temporary. Destroy when one year old.
18	<p>BUDGET AND ALLOTMENT FILES</p> <p>These are documents relating to the preparation and submission of OO/C budget estimates and in accounting for allotted funds. Files reflect availability, commitment, obligation and expenditure of funds. Essential documents are substantially duplicated in the Office of the Comptroller. Files maintained by fiscal year. (1956-59)</p> <p>a. Allotment Control Records, vouchers, monthly financial status reports.</p> <p>b. Division estimates, rough data and related background material accumulated in preparation of annual budget estimates.</p> <p>c. Forms, travel vouchers, accountings by individuals for advances, purchase orders, property authorizations, and other documents used as obligating documents and posted to allotment accounts of the Division. Filed by allotment number and fiscal year. (1956-57)</p>	<p>1.0</p> <p>1.0</p> <p>2.6</p>	<p>Temporary. Destroy after 4 years. Cut off file at end of each fiscal year, retain in current files area for three years and transfer to Records Center.</p> <p>Temporary. Destroy after one year. Cut off at end of each fiscal year; retain for one year and destroy.</p> <p>Temporary. Destroy after one year. Cut off at end of each fiscal year; retain for one year and destroy.</p>
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ITEM NO.		VOLUME	DISPOSITION INSTRUCTIONS
19	<p>REVOLVING AND EMERGENCY FUNDS</p> <p>Consists of correspondence and related forms records pertaining to the administration and operation of the revolving and emergency funds for the Division. Funds are set up to provide ready cash for expenses incurred daily and are accountable each month.</p>	1.0	<p>Temporary. Destroy 2 years after audit. Cut off at the end of each fiscal year; retain in current files area for one year and transfer to the Records Center.</p>
20	<p>EXTERNAL RESEARCH FILES</p> <p>These are the administrative files maintained on external research projects under contract. They contain copies of contracts, correspondence, expenditures and authorizations relating to the projects. Essential documents are duplicated elsewhere in the Agency but these reflect the administration of the contract. Filed by project and allotment number.</p> <p>(1949-57)</p>	.3	<p>Temporary. Destroy 11 years after completion of project. Retire to Records Center 3 years after completion of project.</p>

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CONCURRENCE

OFFICE, DIVISION, BRANCH

00/C Executive Officer,

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
21	<div style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></div> SUBJECT FILE <p>Consists of copies of correspondence, reports various form records and machine listings which are accumulated for internal operation and general administration of the branch. Files include material relating to production reports, security, machine room procedures, records management, budget and fiscal matters, leave, training, and related surveys and studies. Essential material is maintained in Division Subject File. Filed by subject. (1955 to date)</p>	3.0	Temporary. Destroy after three years. Cut off files at the end of each year; retain in current files area two years then transfer to the Records Center (except that duplicate and reference material will be destroyed at the end of each year.
22	<p>ACTIVITY REPORTS</p> <p>These are production, work load and status reports used in analyzing the work performance and operations of the Division. Files consist of machine runs, weekly reports, prepared from IBM cards, and monthly computations. Filed chronologically by type of report. (1955 to date)</p> <p>a. Weekly reports which indicate Division production for each week.</p> <p>b. Monthly reports.</p>	.6 .3	<p>Temporary. Destroy on a quarterly basis.</p> <p>Temporary. Destroy after 5 years. Cut off at end of each year, retain in current files area for two years and transfer to ther Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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23	<p>DISSEMINATION FILES</p> <p>a. This is the central point in Contact Division for disseminating extra copies of [] to non IAC requestors. Requests for release of reports must be authorized [] from which report originated. Files contain requests [] listing of reports requested, authorizations to release to requestors, as well as copies of additional comments, copies of transmittals and correspondence relating to changes in methods of dissemination. Filed by [] and chronologically thereunder. (1956 to date)</p> <p>b. Consists of a IBM card file which serves as a response to the dissemination reports file. Will reply received from [] File by report number.</p>	<p>1.0</p> <p>.1</p>	<p>Temporary. Destroy after 3 years. Cut off at the end of each calendar year; retain in current files area for one year and transfer to Records Center.</p> <p>Temporary Incorporate with Extra Dissemination Control Cards (Item 56 a) in the Machine Section.</p>
24	<p>DISTRIBUTION FILE</p> <p>This is the receiving point in the Division for background data and reports which read and distributed within the Division [] For reports having no standard distribution routing is made to the areas which may have interest in the information. Records (5 x 8 cards) are maintained on the types of publications and reports received together with list of consumers. Periodically an inventory or survey is made from which a revised distribution listing may result. Files are maintained for convenience of routing documents and are filed alphabetically by publication title.</p>	.1	<p>Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current files area one year and destroy.</p>
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25	<p>REFERENCE PUBLICATIONS</p> <p>[REDACTED]</p> <p>[REDACTED] File is maintained for extra distribution and reference purposes. Filed by chapters and sections. (1955 to date)</p> <p>b. Copies of OCI Daily and Weekly Publications which had been routed through-out the Division for information and returned for disposition and reference purposes.</p>	<p>2.0</p> <p>.5</p>	<p>Temporary. Destroy when superseded or obsolete.</p> <p>Temporary. Destroy after 1 month. Maintain one month level; destroy previous month's supply.</p>
26	<p>SECURITY OFFICER'S SUBJECT FILE</p> <p>a. Consists of memoranda, copies of correspondence and requests accumulated in conducting liaison activities between Office of Security and Contact Division components. Requests are received from [REDACTED]</p> <p>[REDACTED] together with any available biographic data. Files also reflect procedures for handling security clearances. These documents are essentially duplicated in the Office of Security source jackets or other offices of the Division. (1952 to date)</p>	2.2	Temporary. Destroy after one year. Cut off files at end of each year; retain in current files area for one year and destroy.
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	b. Extra copies of all memoranda relating to security clearances which are retained as a convenient reference. Filed chronologically. (1953 to date)	.8	Temporary. Destroy after 3 years. Cut off file at the end of each year; retain in current files area for one year and transfer to the Records Center.
	c. Copies of all teletypes originating within the Division. Used for reference purposes.	.3	Temporary. Destroy after 6 months. File chronologically and maintain a six-month level.
	d. Machine listings of clearances received and requested from Security. Maintained for follow up purposes.	.8	Temporary. Destroy when new listing is received.
27	SECURITY STATUS RECORD CARD FILES These are 3 x 5 card files on contacts and sources (including potentials) giving the names, date of request to Security, date of completed check, security clearance, date information forwarded [redacted] [redacted] Main- tained for convenience of reference. Filed alphabetically by name. (1952 to date) [redacted]	1.0 5.0	Temporary. Destroy when no longer needed. Temporary. Destroy after 3 years. Screen file annually for security clearances more than 3 years old.
28	CONTACT CLEARANCES Consists of Form 123 or similar form reflecting contact clearances for various government employees. Clearances should be renewed annually. (1953-57)	14	Temporary. Screen annually. Destroy when clearance not renewed or becomes obsolete.
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CONCURRENCE

OFFICE, DIVISION, BRANCH

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
29	ANALYSIS SUBJECT FILE. Consists of correspondence, memoranda and form documents that are necessary for internal operation and administration of operating personnel. Files are duplicated in Division Subject File (Item 1). Filed by subject.	.3	Temporary. Destroy when one year old. Cut off at the end of each year; destroy one year later.
30		4.0	Temporary. Destroy when superseded.

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	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4</p> <p>b. [Redacted Box]</p> <p>c. [Redacted Box]</p>	1.2	Temporary. Screen annually and destroy obsolete or material no longer needed.
		5.0	Temporary. Destroy when obsolete or superseded.
31	<p>LIBRARY MATERIAL.</p> <p>Consist of registers, directories, atlases, 40.0 Encyclopedia Britannica and other publications which are used for reference and research in analyzing reports.</p>		Temporary, Return to CIA Library when no longer needed.

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VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

32

CODING ADMINISTRATIVE FILES.

Consists of memoranda, reports or other records that are necessary for internal operation and housekeeping activities of the section, such as, leave records, personnel, training, and other administrative matters. Filed by subject.

(Current)

.1

Temporary. Destroy when one year old or when material no longer needed.

33

131.2

Temporary. Destroy when inactive for 5 years. Remove from active files when source or contact becomes inactive; hold for 5 years and destroy.

34

CARD INDEX FILE.

Consists of a 3x5 card index which is set up when section is notified to cancel a number previously assigned. Cancellations occur through mergers, duplications or when name spellings are changed. Used for reference purposes.

(Current)

.2

Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
35	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4		
	<p>CODING WORKING FILES</p> <p>These are various reference aids maintained .6 by each coder for use in preparing code sheets. They consist of Standard Industrial Classification Manuals, [redacted] Dun and Brodstreet, World Atlas, and required machine listings.</p>		<p>Temporary. Destroy when obsolete or superseded.</p> <p style="text-align: right;">00000000</p> <p style="text-align: right;">00000000</p>

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Next 3 Page(s) In Document Exempt

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
45	DIVISION SUBJECT FILES These are copies of all correspondence, memoranda and other messages dispatched by the Division. One copy is retained and serves as a central reference file for the Division. Filed according to Agency Subject Manual. (1954-57)	6.5	Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain for two years and transfer to the Records Center.
46	CHRONOLOGICAL READING FILE Extra copies of correspondence received or dispatched by the Division. Filed chronologically and maintained for reference purposes. (1956-57)	5.6	Temporary. Destroy after one year. Cut off file at the end of each year; destroy one year later.
47	COMMUNICATIONS CONTROL RECORDS Records used to maintain control on the receipt, routing and dispatch of classified material. (1956-57)		
	a. Couriers Classified Mail Receipt	2.0	Temporary. Destroy after one year. Cut off at the end of each year and destroy one year later.
	b. File and Routing Slips (Form 46 or equivalent). Used for locating and	4.0	Temporary. Destroy after 3 years. Cut off at the end of each year; retain in current files

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4		
	identifying documents. Filed organizationally and numerically thereunder.		area one year and transfer to the Records Center.
	c. Logs (Form 311) used to record internal routing of material.	1.4	Temporary. Destroy after 3 years. Cut off at the end of each year; retain in current files area one year and transfer to the Records Center.
	d. Pouch receipts used to itemize classified material to [redacted] from [redacted] and [redacted] chronologically thereunder.	7.0	Temporary. Destroy after 3 years. Cut off at the end of each year; retain in current files area for one year and transfer to the Records Center.
	e. Document Receipts. Signed copies of document receipts maintained on material transmitted outside the Division especially to other Agencies.	1.2	Temporary. <i>Destroy after 2 years. 5-16/58</i> Disposal not authorized. Cut off at the end of each year; retain for one year and transfer to the Records Center.
48	REFERENCE PUBLICATIONS FILE		
	These are copies of agency publications which are maintained as central reference copies for the Division. They include a complete set of the National Intelligence Survey, Gazeteers, and OCI Handbooks.	70.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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49	<p>CHRONOLOGICAL TELETYPE FILE</p> <p>These are wire service copies of all in-coming and outgoing messages. Other copies of these messages are filed in source or contact files to which they relate or in the Division Subject File. File maintained to verify messages or for reference purposes. (1956-57)</p>	15.0	Temporary. Destroy after 3 years. Cut off file at the end of 6 months; retain in current files area for 6 months and transfer to the Records Center.
50	<p>REGISTERED DOCUMENT CONTROL FILES</p> <p>a. A copy of Form 111 used as a document receipt for cryptographic material transferred by Office of Communication. Operating office is accountable for material until destruction. Filed chronologically.</p> <p>b. Copy of Form 111 used for accountability of cryptographic material on hand. Report is made on semi-annual basis. Filed chronologically.</p> <p>c. Copy of Form 111 prepared bi-monthly reporting to Office of Communications the destruction of cryptographic material. Filed chronologically. (1956-57)</p>	.1	Temporary. Destroy when destruction of material listed has been accomplished.
51	<p>CRYPTO SYSTEM REPORT</p> <p>a. Daily report prepared from message numbering logs indicating the daily load per circuit. A daily tabulation is made of the number of messages received and sent and number of words or groups per circuit. Used for compiling a monthly</p>	.3	Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p data-bbox="451 953 1187 972">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4</p> <p data-bbox="402 993 846 1016">report and for statistical purposes.</p> <p data-bbox="402 1037 878 1173">b. Consists of a monthly system report to Office of Communications showing system and circuits used and the number groups of messages for each circuit. Filed chronologically. (1950-57)</p> <p data-bbox="277 1266 548 1285">MESSAGE NUMBERING LOGS</p> <p data-bbox="402 1310 889 1488">a. Form 35-43 used to record incoming messages received, relay messages, date and number of words or groups in the message, and to assign control number to each message. Log is also used in preparing daily load report. Filed numerically. (1955-57)</p> <p data-bbox="402 1514 854 1650">b. Outgoing Log. Form 35-43 used to control numbers assigned on outgoing messages. Indicates date and message sent, to whom, number of words, and control number assigned to message. (1955-57)</p> <p data-bbox="277 1734 496 1753">REFERENCE MATERIAL</p> <p data-bbox="347 1780 873 1843">Consists of code books which facilitate the operation of preparing and receiving messages</p>	<p data-bbox="906 1045 932 1064">.2</p> <p data-bbox="906 1314 932 1333">.4</p> <p data-bbox="906 1518 932 1537">.4</p> <p data-bbox="894 1787 938 1806">1.6</p>	<p data-bbox="1024 1045 1560 1115">Temporary. Destroy after 2 years. Cut off file at end of each year; retain in current files area for 2 years and destroy.</p> <p data-bbox="1024 1314 1528 1383">Temporary. Destroy after 6 months. Cut off file at end of 6 months; retain for 6 months and destroy.</p> <p data-bbox="1024 1518 1560 1587">Temporary. Destroy after 6 months. Cut off file at end of 6 months; retain for 6 months and destroy.</p> <p data-bbox="1024 1787 1528 1856">Temporary. Destroy when obsolete or no longer needed in accordance with existing O/C regulations.</p>

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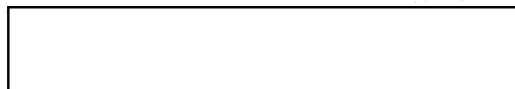
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PART II

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4		
60.	<div></div> REFERENCE PUBLICATIONS Consist of copies of <div></div> <div></div> Contact Division Manual CIA Regulations, Ethnic Group Studies which are maintained for reference purposes.	1.8	Temporary. Destroy when superseded or no longer needed.
61.	LIBRARY MATERIAL These are reference books, pamphlets and periodicals obtained through the Library for reference purposes.	3.0	Temporary. Return to CIA Library when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4

SCHEDULE NO.

25.041-58

CONCURRENCE

OFFICE, DIVISION, BRANCH

00/C

SIGNATURE

TITLE

DATE

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

64

STAFF SUBJECT FILE

Consists of chronos, teletypes, and correspondence with [redacted] which reflects the operational support of the Staff. File also contains records required for internal operation and administration of the Staff. Filed by subject category.

2.5

Temporary. Destroy after 1 year. Cut off file at the end of each year; retain for one year and destroy.

65

15.0

Temporary. Retain indefinitely in current files area.

66

3.4

Temporary. Transfer to [redacted] (Item 37) when case becomes inactive.

25

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
69	LIBRARY MATERIAL These are books obtained through the library on an indefinite loan basis. They include dictionaries, and technical books required by the Staff.	3.0	Temporary. Disposal not authorized. Return to CIA Library when no longer needed.

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RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

25 041-58

CONCURRENCE

OFFICE, DIVISION, BRANCH

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TITLE

DATE

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

70

CORRESPONDENCE FILES

Consist of copies of memos, correspondence, reports and such other papers necessary for internal operation and administration of branch activities. Record copies of essential documents are maintained in the Division Subject File or elsewhere in the Agency. Some of the specific subjects include personnel, training, administrative issuances, leave, extra committee material, briefings and similar subjects. Files are maintained for immediate reference and convenience of Branch personnel. Filed by subject title. (1955 to date.)

5.4

Temporary. Destroy after 1 year. Cut off files at end of each year; retain for one year and destroy.

71

CHIEFS WORKING FILES

Consist of extra copies of teletypes, requirements, information reports, diary memos or other material which is of current interest to or requires personal handling by the Chief. Included are projects or programs of special interest, administrative information, sensitive material or records relating to matters requiring personal attention, and old regulations. Maintained for convenience of reference for the Chief. Filed by subject. (1951 to date)

7.1

Temporary. Destroy when obsolete or no longer needed except that Record material will be transferred and incorporated in the Division Subject File (Item 1.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<div>Approved For Release 2005/11/21 : CIA-RDP76-00487A000400050001-4</div> <div>SECRET</div>			
72	CHRONO CORRESPONDENCE AND TELETYPE FILES These are extra copies of all correspondence memos, and teletypes maintained by each branch for information and reference purposes. Filed by in or out date (1956-57)	8.8	Temporary. Destroy after 6 months. Cut off files at the end of 6 months and destroy 6 months thereafter.
<div style="border: 1px solid black; height: 300px; width: 100%; position: relative;"> <div style="position: absolute; top: 10px; left: 10px; width: 100px; height: 15px; border: 1px solid black;"></div> <div style="position: absolute; top: 10px; right: 10px; width: 80px; height: 15px; border: 1px solid black;"></div> <div style="position: absolute; bottom: 10px; left: 10px; width: 300px; height: 15px; border: 1px solid black;"></div> <div style="position: absolute; bottom: 10px; right: 10px; width: 60px; height: 15px; border: 1px solid black;"></div> </div>		19.6	Temporary. Destroy after 6 months. Cut off files at the end of each 6 months; retain for 6 months and destroy. <div style="text-align: right;">25X</div>
		2.2	Temporary. Destroy when obsolete or superseded.
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		5.0	Temporary. Screen annually and destroy those cards in which area no longer interested.
		.2	Temporary. Destroy when superseded or obsolete. 25X
		13.0	Temporary. Transfer to Records Center when program completed or when no longer needed in current files area, retain for two years and destroy.
		4.2	Temporary. Retain indefinitely in current files area. Destroy when no longer needed for reference purposes. 25X
		.1	Temporary. Destroy when area no longer interested in individual.
		.1	Temporary. Destroy when obsolete or no longer needed.
		.1	Temporary. Destroy when one year old.
77	REFERENCE PUBLICATIONS		
	Consist of copies of agency reports and studies, machine listings, handbooks and other material which are used as reference aids or for general information purposes. Included are OCI Handbooks, OCR Reference Aids, Newsletters, ORR reports, CIA Regulations, Division Manual, various machine listings FBID publications and others.	27.9	Temporary. Destroy when superseded or obsolete.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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78	LIBRARY MATERIAL These are technical books, directories, atlases, dictionaries and other reference books obtained through the CIA Library on a loan basis.	63.0	Temporary. Return to the Library when no longer needed for reference purposes.
79	REPORT LOG A record of all reports received or dispatched by each branch is maintained for internal control purposes and as an aid in locating reports.	.8	Temporary. Destroy after 1 year. Cut off files at the end of each calendar year; retain for one year and destroy.
80	<div style="border: 1px solid black; width: 350px; height: 100px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 15px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 15px; margin-bottom: 5px;"></div>	1.0	Temporary. Destroy 1 year after report is published. 25X
81		6.0	Temporary. Destroy when program is discontinued.
		8.0	Temporary. Screen files when program is discontinued; incorporate pertinent documents.
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Part VII

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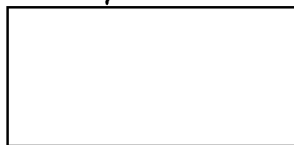
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RECORDS CONTROL SCHEDULE 5

SECRET

SCHEDULE NO.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4 25.047-58

CONCURRENCE

OFFICE, DIVISION, BRANCH

00/c

SIGNATURE

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TITLE

Exec CD/00 30 Jan 1958

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
85	<p>CORRESPONDENCE SUBJECT FILE</p> <p>Consists of correspondence, reports and substantive material relating to the [redacted] operational support to other offices, and to the [redacted]</p> <p>The file includes such subjects as [redacted] Monthly Support Records, [redacted] Support procedures and other related topics. Also included are studies and projects in which the Deputy has personal concern. Filed by subject title.</p> <p>(1955-57)</p>	3.0	Permanent. Disposal not authorized. Cut off file at end of each year; retain for two years and transfer to the Records Center (except that duplicate and reference material will be screened and destroyed.)
86	<p>REFERENCE PUBLICATIONS</p> <p>Consist of copies of [redacted] Contact Division Manual, CIA Regulations, Division Procedures and others which are retained for reference purposes.</p>	.5	Temporary. Destroy when obsolete or superseded.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
90	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4		
	LIAISON CORRESPONDENCE		
	a. Consists of correspondence and memos between the [redacted] and DD/P components on matters of a general nature. Filed by Office and chronologically thereunder. (1951-57)	3.0	Temporary. Destroy after 3 years. Cut off file at the end of each year; retain in current files area for one year and transfer to the Records Center.
	b. [redacted] Case file is established if DD/P expresses an interest. If no interest memo is retained for future reference. Filed chronologically. (1951-57)	1.0	Temporary. Destroy after 3 years. Cut off file at the end of each calendar year; retain in current files area for 3 years and destroy if no interest is expressed during that time.
	[redacted]		Temporary. Destroy when requirement fulfilled or superseded.
	[redacted]	5	Temporary. Disposal not authorized. Place in inactive file when case is closed. Transfer to the Records Center when case has been inactive for two years.

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RECORDS CONTROL SCHEDULE 5

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SCHEDULE NO. 25-041-58

CONCURRENCE

OFFICE, DIVISION, BRANCH

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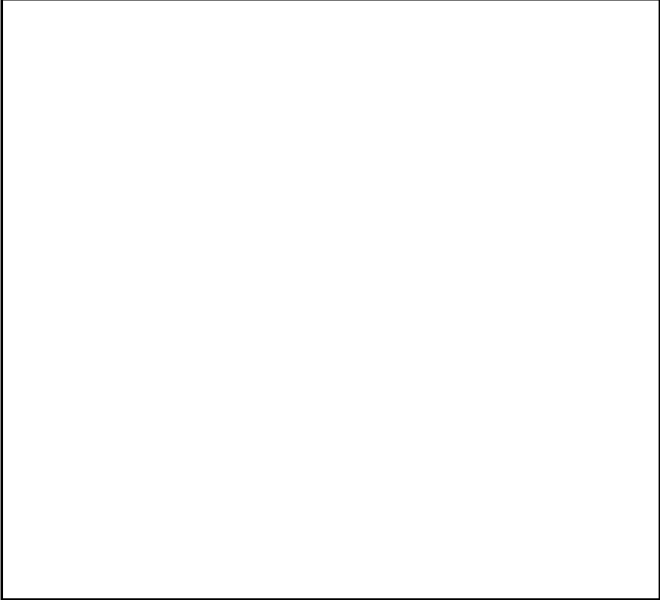
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TITLE

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
87	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, memos and reports which are duplicated in the Division Subject Files and maintained for internal operation and administration of the Branch employees. Included are records relating to pay, leave, personnel, training and other related material. Filed by subject title. (1956-57)</p>	.2	Temporary. Destroy after 1 year. Cut off file at end of each year; retain for one year and destroy.
88	<p>OPERATIONAL WORKING FILES</p> <p>These are working copies and reference material accumulated by the Branch Chief in the performance of his duties. The file also includes sensitive case files and support material which require personal handling by the chief.</p>	1.0	Temporary. Destroy when obsolete or no longer needed (except that specially handled material be incorporated in Division files when files become inactive).
89	<p>CHRONOLOGICAL FILE (READING)</p> <p>Consists of extra copies of correspondence and teletypes to and from the Branch and maintained for reference purposes. (1957)</p>	1.0	Temporary. Destroy after 6 months. Maintain chronologically and destroy when 6 months old.

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93	LIBRARY MATERIAL Consists of books obtained on loan from the library to be used for reference purposes, such as, Who's Who, Technical Directories, Telephone Directories and others.	6.0	Temporary. Return to CIA Library when no longer needed for reference purposes.
94		1.5	Temporary. Destroy when obsolete or no longer needed for reference purposes.
		(.7)	
		(.3)	
		(.1)	
		(.4)	
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RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

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CONCURRENCE

OFFICE, DIVISION, BRANCH

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SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

95

1.5

Temporary. Destroy after 3 years. Cut off files at the end of each year; retain in current files area for 3 years and destroy.

96

CHRONOLOGICAL FILE (READING)

- Consists of copies of correspondence, memos and teletypes to and from the Branch. Record copies are maintained by [redacted] Filed [redacted] (1952-57)
- Copies of correspondence to CI Staff maintained solely by [redacted] (1952-57)
- Top Secret chrono file. Copies of correspondence which are maintained separately because of T. S. classification.

2.0

Temporary. Destroy after 6 months. Maintain chronologically and destroy when 6 months old.

2.2

Permanent. Disposal not authorized. Transfer to the Records Center when 2 years old.

.1

Temporary. Destroy after 1 year. Cut off file at the end of each year; retain for one year and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
97	<p>REVOLVING AND EMERGENCY FUNDS FILES</p> <p>Consist of correspondence and related form records pertaining to the administration and operation of the emergency and revolving funds for the Branch. Funds are set up to provide ready cash for expenses incurred [redacted] Branch is accountable to Finance Division and records are subject to review. Files maintained by type of fund. (1952-57)</p>	.5	<p>Temporary. Destroy when 4 years old. Cut off files at the end of each fiscal year; retain for one year and transfer to the Records Center.</p>
98	<p>PROPERTY ACCOUNTABILITY RECORDS</p> <p>Property inventory records for non expendable equipment issued and received. Information includes nomenclature, receipt, location, cost and such other information required for property accounting. (1952-57)</p>	.1	<p>Temporary. Destroy when new inventory list is received.</p>
99	<p>WORKING FILES</p> <p>Consists of working papers, reports and background material accumulated by each case officer. Included also are work papers and rough data used in preparing accounting records for the Branch. Maintained for reference purposes.</p>	5.3	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
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100	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Studies are used for briefing and for general information for the Division.</p>	.3 Temporary. Destroy when obsolete or superseded.
101	<p>STATUS REPORTS</p> <p>Copies of status reports <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div> Close contact is maintained <div style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></div> and up to date status reports are prepared periodically. Filed alphabetically.</p> <p>(1956-57)</p>	.5 Temporary. Destroy when no longer needed, except that material that may be pertinent to source should be filed in source jacket.
102	<p>REFERENCE MATERIAL AND PUBLICATIONS</p> <p>Consist of <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div> Air Force studies, copies of <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div> machine listings, source leads, ICA reports and other publications. Maintained for reference purposes.</p>	1.4 Temporary. Destroy when obsolete or no longer needed for reference purposes.
103	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>	.2 Temporary. Destroy when no longer needed.
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	b. Card Index. Alphabetical IBM card index [REDACTED]	.6	Temporary. Destroy when no longer needed.
104	LIBRARY MATERIAL These are technical and foreign language books which were obtained on a loan basis from the Library for reference purposes.	16.0	Temporary. Return to CIA Library when no longer needed for reference purposes.
105	[REDACTED]	s 3.6	Temporary. Transfer to [REDACTED] (Item 37) when case becomes inactive. Disposal not authorized.
106	INDEX AND SUMMARY CARDS Consist of card series which are used as a cross reference and index to the case files maintained in the Branch. Cards contain summarized information about each case and are filed numerically and alphabetically for reference purposes.	.2	Temporary. Destroy when obsolete or no longer needed for reference purposes.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
107	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050001-4</p> <p>SECRET</p> <p>BRANCH OPERATIONS LOGS</p> <p>Records are maintained on correspondence conducted [] on reports produced by the Branch and on appointments made for each [] Filed chronologically and maintained for convenience of reference.</p>	.3	<p>Temporary. Destroy after 1 year. Cut off file at the end of each year; retain for one year and destroy.</p>